

DATE: 10/21/09

TO: City Clerk

FROM: Representative Rachel Quintana, District 5

ADDRESS 2 Civic Center Plaza , El Paso, TX 79901 TELEPHONE 915-541-4701

Please place the following item on the (Check one): CONSENT x REGULAR \_\_\_\_\_

Agenda for the Council Meeting of 10/27/09

Re-appointment of Roman Hernandez to the Building and Standards Commission as requested  
Item should read as follows: by Representative Rachel Quintana, District 5

SPECIAL INSTRUCTIONS: Catagory : Real Estate Appraiser

### **BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Building and Standards Commission -- PANEL "A"

NOMINATED BY: Representative Rachel Quintana, DISTRICT: 5

NAME OF APPOINTEE Roman Hernandez  
(Please verify correct spelling of name)

BUSINESS ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: 79912 PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: 79902 PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Roman Hernandez

EXPIRATION DATE OF INCUMBENT: 10/23/2009

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: x  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 10/27/2009

EXPIRATION DATE OF NEW APPOINTEE: 10/23/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_

2<sup>nd</sup> TERM: X

UNEXPIRED TERM: \_\_\_\_\_

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## ROMAN HERNANDEZ

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**Career Objective** Dynamic, high-performance individual seeking a full time or part time position with advancement opportunities.

**Education** Bachelor's of Criminal Justice 1999 - 2007  
*Park University*  
El Paso, TX

Masters Degree in Business 2007 - Present  
*Park University*  
El Paso, TX

**Profile**

- Multi-million dollar producer with 5 + years of experience in sales management.
- Licensed Real Estate Agent in the state of Texas.
- Excel in public relations, marketing, managing, and human resources.

**Work Experience**

Realtor 2005 - Present  
*Exit Realty, The Advantage*  
El Paso, TX

- Recruited, interviewed, hired, and trained realtors.
- Developed goals and objectives
- Monitored and maintained a monthly budget.
- Helped 100 + people manage their finances in selling, buying, and/or investing.
- Attended numerous sales and management related training courses, seminars and workshops.

Student Intern 2007 - August  
*Justice of The Peace, Precinct 7, Judge Bruce King*  
Vinton, TX

- Administered court as County Clerk for both Criminal and Juvenile Court.
- Inspected and recorded all incoming warrants and evictions for the courthouse and constable.

Substitute Teacher 2002 - Present  
*Ysleta Independent School District*  
El Paso, TX

- Conducted classes from Kindergarten to High School.
- Performed daily duties as a teacher in which I provided an informed class.

Sales Executive, Manager 2003 - 2005  
*Curb Appeal Landscaping*  
El Paso, TX

- Assembled and sold landscape jobs.
- Motivated and managed a crew of six workers.

- Oversaw job sites from start to finish.
- Provided a work schedule, billing schedule, and achieved monthly quotas.
- Displayed great customer relationship skills with both clients and consumers.

Caseworker  
*Big Brothers, Big Sisters of El Paso*  
 El Paso, TX

2000 - 2003

- Coordinated 20 to 35 files a month.
- Assigned and assembled volunteers to children on a monthly basis.
- Identified, implemented, and improved any problems in the community base program.
- Accurately made decisions on which volunteer was best for a child or if they were not suitable for the program.

**Highlights of  
 Qualifications**

- Detail oriented, accurate, and organized.
- Excellent communication and managing skills.
- Solutions-oriented selling.
- Bilingual in English and Spanish.
- Good analytical skills.
- Computer knowledgeable: Microsoft Office, Cost Works, 55 wpm.
- Highly motivated, responsible, fast learner, dedicated and hard working.
- Telephone etiquette.

**Activities**

Big Brothers, Big Sister of El Paso Volunteer  
 March of Dimes Volunteer

2000 - Present  
 2001- Present

**References**

Available upon request